



Sagarmala Development Company Limited

Hiring of a Chartered Accountant Firm for
NBFC Registration Process with RBI

SDCL/NBFC/2024-25/265/40

September 2024

Sagarmala Development Company Ltd. (SDCL)
1st Floor, Thapar House, Gate No. 2
124, Janpath, New Delhi – 110 001



Subject: Hiring of a Chartered Accountant Firm for NBFC Registration Process with RBI.

Background:

Sagarmala Development Company Limited (SDCL) is in the process of getting registered as a Non-Banking Financial Company (NBFC) with the Reserve Bank of India (RBI). The NBFC registration process requires detailed preparation, submission of necessary documents, preparation of required policies and adherence to specific regulatory requirements as per RBI guidelines. In order to carry out the registration process efficiently and ensure compliance with all regulatory norms, it is essential to engage a professional Chartered Accountant (CA) firm/ agency that has the requisite expertise and experience in handling NBFC registration filings with RBI.

Proposal:

Given the criticality of the NBFC registration process and the need for specialized knowledge, SDCL hereby floats a request for quotations for hiring a CA firm to assist in the NBFC registration filing process. The CA firm/ agency will be responsible for completing all tasks associated with the registration process, including documentation, compliance with RBI guidelines, preparation of required policies and submission of the application for NBFC registration. The agency will take follow up with RBI till the registration certificate from RBI is received.

The hiring will be done on a **competitive quotation basis**, wherein quotations will be invited from reputed CA firms/agencies with relevant experience in handling NBFC registration filings with RBI. The **L-1 quoted CA firm / agency**, based on the lowest financial evaluation, will be awarded the assignment to complete the NBFC registration filing process on an assignment basis.

Scope of Work:

The selected CA firm will be required to perform as below scope of work:

1. Agency shall prepare a work calendar for NBFC registration process with RBI and submit to SDCL management.
2. Agency shall prepare and submit the application for NBFC registration as per RBI requirements.
3. Ensure all necessary documentation and policies are in place, including financial statements/ projections, KYC compliances, business plan, IFC and other statutory documents required by RBI.
4. Preparation of required policies (approximate 15+ major policies), all documentations, IFC Matrix for SDCL, business plan (including 05 years financial Business projections) for NBFC registration.
5. Provide expert guidance on compliance with RBI guidelines and regulatory processes till the NBFC registration gets completed.
6. Facilitate communication between SDCL and RBI during the registration process.
7. Support the completion of the NBFC registration filing process, ensuring accuracy and timely submission.
8. Help in getting the NBFC registration certificate from RBI.



Selection Criteria:

- (i) The participant CA firm/ agency should have minimum 10 years practicing firm experience.
- (ii) The participant CA firm/ agency should have NBFC/bank/ NBFC PSU(s) related experiences.
- (iii) The participant CA firm/ agency should have Minimum 04 nos. qualified experienced CA(s)/ partners.
- (iv) The participant CA firm/ agency should submit the Bio-data of their qualified experienced CA(s)/ partners along with the quotations.
- (v) The participant CA firm/ agency should have minimum turnover of 50 lacs average in last 03 financial years (i.e., 2020-21, 2021-22, 2022-23).

Time Limit for Completion of the work:

- (i) The NBFC registration process with RBI work shall be completed as per the work calendar and entire application process must be filed with RBI by 10th of December'2024.
- (ii) In case of any delays on part of SDCL, suitable time extension shall be granted.

Submission of Quotations:

- (i) The participant CA firm/ agency should submit their quotations in sealed envelope to office address "Finance Division, Sagarmala Development Company Limited", 124, Gate no.1 ,1st Floor, Thapar House, Janpath Lane, New Delhi-110001", latest by 2:30 PM on or before 25th September'2024.
- (ii) The Quotations shall be opened on 3:00 PM on 25th September'2024.

Financial Implications:

1. The engagement of the CA firm/ agency will be done on the basis of the **L-1 quotation**.

Terms of Payments:

- 1- 10 % on completion and acceptance of business plans (financial projections).
- 2- 15% on completion and acceptance of as required at least 08 major policies .
- 3- 15% on completion and acceptance of balance all required policies .
- 4- 15% on completion of all balance work related to filing of application with RBI, (except IFC Matrix for SDCL).
- 5- 20% on Filing of application to RBI
- 6- 15% on submission and acceptance of IFC Matrix for SDCL.
- 7- 10% on getting certificate from RBI.